

**Minutes
Town of Lake Park, Florida
Regular Commission Meeting
June 7, 2006 7:30 p.m.
Town Commission Chambers, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, June 7, 2006 at 7:30 p.m. Present were Mayor Castro, Vice-Mayor Daly, Commissioners Balius, Carey, and Osterman, Town Manager Paul Carlisle, Town Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Vivian Mendez led the Invocation.
Mayor Paul Castro led the Pledge of Allegiance.
Town Clerk Vivian Mendez performed the Roll Call.

THE TOWN COMMISSION RECESSED THE REGULAR COMMISSION MEETING FOR AN ATTORNEY-CLIENT SESSION; THE COMMISSION RECONVENED THE REGULAR COMMISSION MEETING AT 8:07 P.M.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

None.

**Motion: A motion was made by Commissioner Balius to approve the agenda;
Vice-Mayor Daly made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

CONSENT AGENDA:

1. Commission Meeting Minutes from May17, 2006.
2. State Revenue Sharing Application for Fiscal Year 2006-2007

Public Comment Open.

None

Public Comment Closed.

Motion: A motion was made by Commissioner Osterman to approve the Consent Agenda; Commissioner Carey made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balias	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

PUBLIC HEARING(S)

ORDINANCE ON FIRST READING

ORDINANCE NO. 06-2006 – Prohibited Parking

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF LAKE PARK, CHAPTER 30, ENTITLED “TRAFFIC AND MOTOR VEHICLES”, ARTICLE I, “IN GENERAL”, SECTION 30-2 ENTITLED “PROHIBITED PARKING”; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Manager Paul Carlisle explained the Ordinance stating there was a problem where individuals are parking in the travel lanes along Park Ave. Town Manager Paul Carlisle stated that the current code allowed parking in the travel lanes except for the last 100 block of Park Ave. Town Manager Paul Carlisle stated that the Ordinance did not allow for parking west of 7th Street even though there is designated parking outlined. Town Manager Paul Carlisle explained that the revised Ordinance would prohibit parking in undesignated areas and traveling areas east of 7th Street and would allow parking in designated parking areas from 7th Street to 9th Street.

Commissioner Carey asked if a vehicle parked in an undesignated parking area would be illegal. Town Manager Paul Carlisle stated that any other condition other than striping or a space designated as temporary parking would be considered illegal.

Vice-Mayor Daly asked if temporary signs would be put up in the alleyways that are being reconstructed. Town Manager Paul Carlisle stated that there is designated parking in the alleyways along Park Ave.

Public Hearing Opened.

None

Public Hearing Closed.

Motion: A motion was made by Commissioner Balius to approve Ordinance No. 06-2006; Commissioner Carey made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

RESOLUTION(S)

RESOLUTION NO. 31-06-06 – Revising the Merit Increase Range and Employee Evaluation Form

A RESOLUTION OF THE TOWN COMMISSION OF LAKE PARK, FLORIDA, REVISING THE MERIT INCREASE RANGE FOR TOWN EMPLOYEES; REVISING THE EMPLOYEE EVALUATION FORM; AND PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Osterman stated that she is in favor of giving merit increases. Commissioner Osterman stated that she disagreed with the employee rating scale. Commissioner Osterman disagreed with giving anyone who scores a one (1) on their evaluation form a merit increase. Commissioner Osterman stated that she agreed with giving a person a merit increase for scoring a two (2) or above.

Town Manager Paul Carlisle agreed and recommended changing the form to state that a score or rating factor of two (2) to four (4) to state satisfactory and would give an employee a merit increase of two (2) to six (6) percent, anything below a two (2) to state unsatisfactory and would constitute a zero (0) percent increase.

Mayor Castro asked that Town Manager Paul Carlisle explain the merit increase process.

Town Manager Paul Carlisle explained the employee merit increase process.

Commissioner Osterman recommended a one (1) percent increase for an employee that scores a 1.5 to 1.9.

Commissioner Balius stated that he disagreed with giving an employee that is not doing acceptable work a merit increase.

Commissioner Osterman disagreed and stated that there are thirteen (13) categories on the evaluation form and if an employee scored well in all but one, their rating would be a 1.9.

Mayor Castro stated that there should be no merit increase for a score below two (2).

Vice-Mayor Daly stated that decisions regarding evaluations should be left to the supervisor.

Commissioner Balias expressed that he felt an annual appraisal was counterproductive and explained that in his previous working experience there is a mid-year review and at that time a supervisor can express concern over an employee's work performance.

Mayor Castro explained the annual evaluation process.

Commissioner Balias asked how the evaluations are tracked and documented. Town Manager Paul Carlisle stated that there are counseling forms and manager or supervisors get copies of any previous evaluations, leave history, and disciplinary action before they perform the evaluation. Town Manager Paul Carlisle explained that the employee fills out a self-evaluation form, the supervisor fills out the scoring sheets. Town Manager Paul Carlisle stated that the forms are returned to him for review. Town Manager Paul Carlisle stated that there is training in place for supervisors to help employees and make recommendations for improving their work performance.

Commissioner Balias stated that where he is employed, an employee with a score of three (3) or more receives an increase.

Public Hearing Opened.

None.

Public Hearing Closed.

Motion: A motion was made by Vice-Mayor Daly to approve the modification of Resolution 31-06-06; Commissioner Osterman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balias	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

DISCUSSION AND POSSIBLE ACTION

Consider Proposal for Town Manager Search

Town Manager Paul Carlisle stated that Colin Baenziger & Associates' proposal to search for a new town manager was \$15,000.00 and the Mercer Group's proposal was \$22,000.00. Town

Manager Paul Carlisle stated that the Commission had three options which included two proposals and the option of doing the search in house.

Commissioner Balias stated that in the past the search for a new town manager was time consuming. Town Manager Paul Carlisle agreed that the search for a new town manager was time consuming.

Vice-Mayor Daly expressed concern over the amount of the two (2) proposals. Vice-Mayor Daly recommended that Bambi McKibbin-Turner the Human Resources Director and Town Manager Paul Carlisle initiate and conduct the search for a new town manager.

Commissioner Balias expressed concern over the fact that Town Manager Paul Carlisle would be leaving in a short period of time.

Mayor Castro expressed concern over the interim town manager spending time on the search for a new town manager.

Commissioner Osterman stated that the commission had an opportunity to think outside of the box. Commissioner Osterman expressed her faith in the competence of the town's current personnel manager. Commissioner Osterman stated that she felt that they did not have great success in using a consultant in the past. Commissioner Osterman recommended that the search for a new town manager be conducted by Human Resource Director.

Commissioner Balias expressed concern over the time it would take for an employee of the town to conduct the search.

Commissioner Osterman recommended that a bonus be given to the Human Resource Director for the extra time that will be required to search for a new town manager.

Town Manager Paul Carlisle introduced Mr. Colin Baenziger. Colin Baenziger introduced himself to the Commission and gave a brief history of his recruiting firm, Colin Baenziger & Associates. Mr. Baenziger discussed the process and procedures of searching for a new town manager. Mr. Baenziger stated that the search would take five (5) to six (6) weeks to complete.

Commissioner Osterman commented that Colin Baenziger & Associates' fees have increased extensively. Mr. Baenziger explained that his firm has expanded their background searches and are now a more established firm.

Commissioner Carey stated the problem in the past with searching for new town manager was the salary range offered.

Commissioner Balias asked the Commission how they were going to conduct the search for a new town manager.

Mayor Castro stated that he did not want the search for a new town manager to be conducted in house.

Commissioner Balias agreed and stated that he did not want the search for a new town manager conducted in house and expressed that if the search were to be in house it should be done 100% as if Mr. Baenziger were conducting the search.

Vice-Mayor Daly stated that it would be up to the Human Resources Director to set up the search. Commissioner Osterman asked the Commission if they could give the Human Resources Director the opportunity to speak to the Commission about the search.

Mayor Castro disagreed and expressed that it would be putting an employee on the spot.

Vice-Mayor Daly suggested that the Human Resources Director put together a presentation on how she would conduct the search for a new town manager. Commissioner Osterman agreed with Vice-Mayor Daly's suggestion.

Commissioner Balius expressed his confidence in the Human Resource Director's ability to perform the search.

Mayor Castro expressed concern over the time that it would take for the Human Resource Director to conduct the search for a new town manager.

Commissioner Osterman recommended that the Human Resource Director be given a stipend for conducting the search for a new town manager. Vice-Mayor Daly stated the search for a new town manager would be an opportunity for the Human Resource Director to expand her knowledge and work experience. Vice-Mayor Daly expressed his confidence in the Human Resource Director's ability.

Mayor Castro stated that the search for a new town manager would be too much for the Human Resource Director to handle. Vice-Mayor Daly disagreed with Mayor Castro.

Motion: A motion was made by Vice-Mayor Daly to conduct the search for a new town manager in-house; Commissioner Osterman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius		X	
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro		X	

Motion passed 3-2.

Salary Range for new Town Manager

Town Manager Paul Carlisle stated that a salary range for the new town manager should be set. Mayor Castro agreed and asked the Commission to set a salary range for the new town manager.

Town Manager Paul Carlisle stated that the manager for Tequesta receives a salary of \$118,000.00 plus bonuses for the amount of grants he brings in for a total salary range of approximately \$135,000.00 to \$140,000.00.

Commissioner Balias stated that a mid-range salary would be \$110,000.00.

Mayor Castro asked Town Manager Paul Carlisle what his benefits were. Town Manager Paul Carlisle stated that he received 10% for retirement and full medical benefits.

Vice-Mayor Daly stated that a good salary range would be between \$110,000.00 and \$115,000.00.

Mayor Castro recommended a salary range of \$90,000.00 to \$120,000.00.

Vice-Mayor Daly stated that the salary range was too low in the past and needed to be increased to meet the competition.

Mayor Castro suggested a salary range of \$100,000.00 to \$130,000.00. Commissioner Osterman recommended a salary range of \$105,000.00 to \$125,000.00. Commissioner Balias suggested a salary range of \$90,000.00 to \$130,000.00. Town Manager Paul Carlisle suggested that the salary range start above \$100,000.00.

The Commission agreed on a salary range for a new town manager of \$105,000.00 to \$135,000.00.

Motion: A motion was made by Vice-Mayor Daly to set a salary range for a new town manager at \$105,000.00 to \$135,000.00; Commissioner Balias made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balias	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

Selection of Interim Town Manager

Town Manager Paul Carlisle recommended Cynthia Sementelli the Finance Director for the position of Interim Town Manager. Town Manager Paul Carlisle recommended the minimum salary range of \$85,000.00 be paid to the Finance Director for the position of Interim Town Manager.

Cindy Sementelli approached the podium and accepted the position of Interim Town Manager with a salary of \$85,000.00.

Motion: A motion was made by Commissioner Carey to accept Cynthia Sementelli, Finance Director as Interim Town Manager; Vice-Mayor Daly made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balias	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

Board Re-Appointments to Planning & Zoning Board

Commissioner Osterman stated that the Commission already voted on the re-appointments for the Planning & Zoning Board.

Vice-Mayor Daly suggested that in the future, persons who are being considered for re-appointment to a board be called and informed to appear at the Commission Meeting to introduce themselves.

Commissioner Osterman suggested that board re-appointments be indicated in the beginning of the agenda. Town Manager Paul Carlisle recommended that board re-appointments be indicated under the presentations portion of the agenda.

Commissioner Osterman agreed with Town Manager Paul Carlisle's recommendation.

Town Clerk Vivian Mendez read the results of the votes for re-appointments to the Planning & Zoning Board.

Edie McConville – Regular Member
William Serrano – Regular Member
Jeanine Longtin – Regular Member
Diane Munroe – Alternate Member

COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY

Mayor Castro

Mayor Castro agreed with Commissioner Carey's recommendation of a proclamation for Steve Mizerak.

Mayor Castro agreed to discuss a new Town bus in the budget process. Mayor Castro stated that the current Town bus is safe but not comfortable.

Mayor Castro stated that he did not want to see street lighting in the rear of resident's properties. Mayor Castro stated that halogen lights in backyards have a negative impact on neighboring properties. Mayor Castro stated that security lighting can be purchased for resident's backyards instead of having FPL put a halogen lamp in place.

Mayor Castro expressed concern over affordable housing. Mayor Castro stated that Palm Beach County has stated that Florida Statute states an Interlocal agreement must be entered in order to use another jurisdiction to meet affordable housing needs. Mayor Castro stated that Palm Beach County staff has stated that the Town's CBG Grants are approval for affordable housing. Mayor Castro stated that the Town never agreed to use their CBG Grants for affordable housing. Mayor Castro stated that he would like to start a dialog with Palm Beach County Commissioner Karen Marcus. Mayor Castro expressed concern over large developers buying large tracts of land in municipalities for affordable housing.

Vice-Mayor Daly

Vice-Mayor Daly commented on the Meet & Greet with the Sheriff's Office and stated that the next Meet & Greet is scheduled for Saturday, June 10, 2006 @ 11 a.m.

Vice-Mayor Daly asked for the status on the new Recreation Center.

Vice-Mayor Daly asked who would be in charge of the development of the new Recreation Center.

Vice-Mayor Daly expressed concern over the safety of the Town's bus. Vice-Mayor Daly expressed concern over downsizing the transportation for the children in the Lake Park Summer Camp program. Vice-Mayor Daly expressed that his first priority is the safety of the Town's bus.

Commissioner Osterman

Commissioner Osterman expressed concern over lighting for alleyways and easements due to safety reasons.

Commissioner Carey

Commissioner Carey recommended a Proclamation for Steve Mizerak who passed away.

Commissioner Balias

Commissioner Balias commented on a bus that the Town previously owned which was sold due to the need for repairs. Commissioner Balias stated that the prior Town bus is still seen on I-95 and is still in working condition. Commissioner Balias stated that the prior Town bus was bought as an enterprise and made money in the first three (3) years of ownership. Commissioner Balias stated that he would like to see an average attendance for Lake Park bus trips.

Commissioner Balias expressed his enjoyment of the Meet & Greet function with the Palm Beach County Sheriff's Office. Commissioner Balias gave an overview of the Meet & Greet function with the Palm Beach County Sheriff's Office.

Commissioner Balias expressed concern over a banner on the building at the Lake Park ball field. Commissioner Balias stated that the banner is a code violation and asked if there was a permit for the banner.

Commissioner Balias stated that there is illegal parking in swales at the Lake Park ball field whenever an event takes place there.

Commissioner Balias expressed concern over boulders in the swales on Silver Beach Rd.

Commissioner Balias stated that he has a halogen lamp in his backyard due to the fact that there is a drainage easement, no fencing, and people walking behind his home.

Town Attorney

None

Town Manager

Town Manager Paul Carlisle stated that the next step for the new Recreation Center is to secure funding with both private and public partnerships and asked Commissioner Osterman to speak to business owners.

Town Manager Paul Carlisle stated that Cynthia Sementelli, Finance Director would be responsible for the development of the new Recreation Center as the Interim Town Manager.

Town Manager Paul Carlisle stated that the Town bus is safe but the air conditioning does not work. Town Manager Paul Carlisle stated that the Town will put a budget in place for the next fiscal year for a fifteen (15) passenger van. Town Manager Paul Carlisle stated that the bus cannot be used for the children at the summer camp because the air conditioning does not work.

Town Manager Paul Carlisle stated that a lot of money must be invested in the Town bus to repair it. Town Manager Paul Carlisle stated that they will not be bussing fifteen (15) to fifty (50) children for trips. Town Manager Paul Carlisle stated that the number of children bussed would be cut down to approximately ten (10). Town Manager Paul Carlisle commented on the history of the prior Town bus. Town Manager Paul Carlisle stated that a new bus for the town would be approximately \$2,000.00 per month or \$24,000.00 per year. Town Manager Paul Carlisle stated that a new Town bus can be discussed in the budget process. Town Manager Paul Carlisle stated that Cynthia Sementelli, Finance Director and Dale Dougherty, Recreation Department Director provided a report of earnings/income from the Lake Park bus trips and found that it is a benefit to residents and youth in the town. Town Manager Paul Carlisle stated that the Lake Park bus trips are a reinvestment to the town but not lucrative to the town.

